

Submitting an announcement

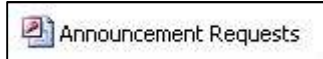
If you would like something announced on the KSMB news, please submit the announcement.

Here is how it works:

Click on "Computer" and "Shared S:"

Open "O Announcements" folder

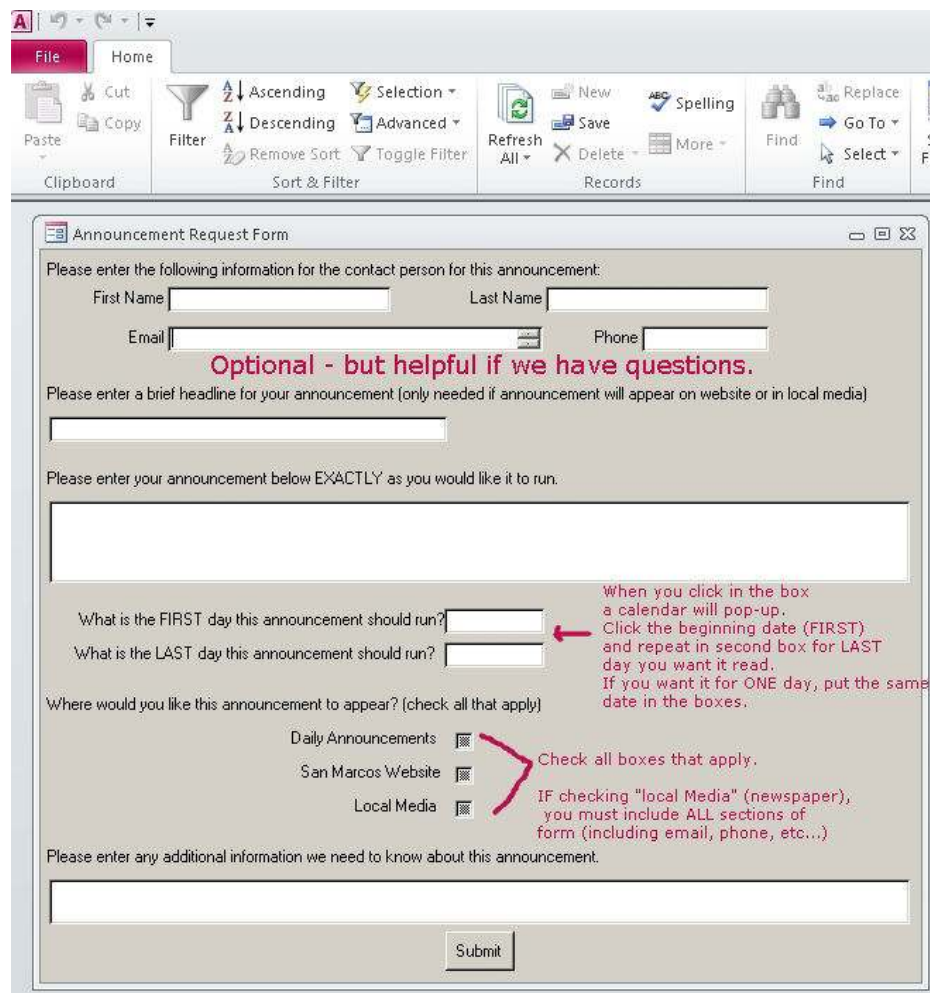
Double click on:



Enable the program: Click "Submit an announcement":



Fill in and submit the form:



Optional - but helpful if we have questions.

When you click in the box a calendar will pop-up. Click the beginning date (FIRST) and repeat in second box for LAST day you want it read. If you want it for ONE day, put the same date in the boxes.

Check all boxes that apply.
IF checking "local Media" (newspaper), you must include ALL sections of form (including email, phone, etc...)

If you have photos or a video that you would like shown:

1. Please tell me the name of the file in the "additional information" section and
2. place the file in the "media Files" folder.